

Kinship Care Eligibility – Appeals

The Appeals tab of the Kinship Care Eligibility page allows workers to document and view appeals filed against an Initial Eligibility Determination with a status of ‘Not Eligible’ or a Kinship Eligibility Redetermination with a status of ‘Terminate’.

To access the Appeals tab, first navigate to the Kinship Care Eligibility page by clicking on the [Kinship Care Eligibility](#) hyperlink under the home provider.

- The Appeals tab can also be accessed by clicking on the Eligibility item under each case where the child is an active participant.
- Once an appeal has been created, a new [\(Appeal\)](#) hyperlink displays next to the [Kinship Care Eligibility](#) hyperlink to allow the worker to quickly access the Appeals tab.

Providers

Filter by: ☐ Date restricted ☐ Not approved/cancelled ☐ Multiselect Providers: 217 [Create provider work](#) [Create private provider](#)

Abby, Alice (9222346) Restricted Provider

Provider details:
Kinship Care Home Level 3
License status: Pending
Des: Milwaukee

Provider address:
456 session 456
Baraboo, WI 50707 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890 Ext. 1234
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

[Assignments](#) [Background Checks](#) [Basic](#) [Home Inquiries](#)
[Kinship Care](#) [Licenses](#) [Members](#) [Narratives](#)
[Parent Agency](#) [Placements](#) [Provider Services](#) [Services](#)
[Support Plan](#)

Kinship Care
[Kinship Care Eligibility](#) [\(Appeal\)](#)
[Images \(5\)](#)

The Kinship Care Eligibility page includes three tabs: Initial Eligibility, Redeterminations, and Appeals.

Basic

Provider: [Alice Abby \(9222346\)](#) Kinship Worker: Caitlin C. Cake Designated County: Milwaukee

Initial Eligibility **Redeterminations** **Appeals**

Kinship Care Child(ren)

Child Name	DOB	Age	Kinship Type	Eligibility Status	Begin Date	Kinship County	
Aardvark, Alan (9227019)	01/01/2010	10	LTKC	Pending		Milwaukee	Edit
Aardvark, Adam A. (9227179)	05/16/2004	16	VOLKC	Eligible		Milwaukee	View
Badger, BooBoo (9229836)	07/01/2016	4	COKC	Eligible	06/01/2019	Milwaukee	View
Duck, Maynard M. (9225458)	02/02/2006	14	COKC	Eligible	05/01/2019	Milwaukee	View

[Insert](#)

Click on the Appeals tab. If there are any Initial Eligibility Determinations with a status of ‘Not Eligible’ or Kinship Eligibility Redeterminations with a status of ‘Terminate’, they will be listed

on the Appeals tab, as those are the outcomes that are eligible for an appeal. Otherwise, the page will be blank.

Basic

Provider: [Alice Abby \(9222346\)](#) Kinship Worker: Caitlin C. Cake Designated County: Milwaukee

Initial Eligibility Redeterminations Appeals

Appeal Record

[Eligibility Redetermination 10/15/2020](#)

☐ Terminated due to: The child's parent(s) resides in the applicant's home. (Ch. DCF 58.10, Admin. Code).

Create Close

The Appeals tab contains one section named ‘Appeal Record’. Each Kinship Eligibility Determination or Redetermination that is eligible for an appeal will be listed as a hyperlink in that section. Clicking on the hyperlink will open a view-only version of the associated Kinship Eligibility Determination or Redetermination page. Underneath the hyperlink, the reason(s) why the determination is ‘Not Eligible’ or the redetermination is ‘Terminated’ will be listed with a checkbox. The checkbox(es) are enabled on this page until the appeal is in progress, but not yet approved, or when the appeal has been overturned.

- The checkbox(es) will become enabled again once the appeal has been fully approved, if the appeal is not overturned.

To begin an appeal, select the checkbox(es) underneath the determination or redetermination hyperlink that correspond to the reason(s) the provider is appealing. As soon as at least one checkbox is selected, the **Create** button becomes enabled. In addition, if there are checkboxes displayed underneath other determinations or redeterminations, they will become disabled, as only one appeal is able to be created at a time.

Basic

Provider: [Alice Abby \(9222346\)](#) Kinship Worker: Caitlin C. Cake Designated County: Milwaukee

Initial Eligibility Redeterminations **Appeals**

Appeal Record

Eligibility Redetermination 10/15/2020
<input checked="" type="checkbox"/> Terminated due to: The child's parent(s) resides in the applicant's home. (Ch. DCF 58.10, Admin. Code).

Create Close

Click on the **Create** button. This opens the Kinship Appeal Details page.

Kinship Appeal Details Print Help

General Information

Provider: [Alice Abby \(9222346\)](#) Eligibility Determination/ Redetermination Decision Date: 10/15/2020

Appeal Information

Appeal Type: ▼ Appeal Decision Date:

[Applies to Provider Members](#)

Description	Appeal Status
The child's parent(s) resides in the applicant's home. (Ch. DCF 58.10, Admin. Code).	Pending ▼

Add/Edit

Comments

Imaging

Type	Date
<input type="text"/>	

Options: ▼ Go Insert Save Close

The Kinship Appeal Details page consists of four sections:

1. **General Information:** displays the provider name and ID, as well the date of the determination or redetermination for which the appeal is being documented. Clicking on the provider hyperlink opens the Home Provider page in edit mode if the worker has edit security and the worker is from the same county as the Designated County. Otherwise, the page will open in view-only mode.
2. **Appeal Information:** contains a drop-down field to indicate the Appeal Type, a date field to document the date the appeal decision was made, and a drop-down field for each reason

listed under the Description column to indicate the Appeal Status. Upon clicking the [Applies to Provider Members](#) hyperlink, the Kinship Provider Selection page opens to allow the worker to select which household members (age 18 or older) the appeal applies to. At least one provider member needs to be selected in order to approve the Kinship Appeal Details page.

The [Add/Edit](#) button opens the Kinship Appeal Selection page, which allows the worker to deselect the previously selected checkbox(es) that correspond to the reason(s) the provider is appealing, or to select a new reason.

- The [Add/Edit](#) button is only displayed when the page is accessed in edit mode.

An additional field named 'New Date Completed Application Received' will dynamically display on the page if all Appeal Status drop-down values are either 'Overturned' or 'Stipulated'.

3. **Comments:** contains a narrative box that allows the worker to enter notes about the appeal.
4. **Imaging:** allows the worker to upload images of documents associated with the appeal.

Upon clicking the [Insert](#) button, the Imaging page will open.

Once the appeal has been created and saved, additional information displays on the Appeals tab in the Appeal Record section. The type of appeal, the date of the appeal decision (once entered), and the status of the appeal will display, along with an [Edit](#) hyperlink. As stated previously, once the appeal is in progress, the checkbox(es) become disabled. Changes to the selected checkbox(es) must now be made by using the [Add/Edit](#) button on the Kinship Appeal Details page, which can be accessed by clicking on the [Edit](#) hyperlink.

The screenshot displays the 'Kinship Appeal Details' page. At the top, under the 'Basic' tab, there are three fields: 'Provider: [Alice Abby \(9222346\)](#)', 'Kinship Worker: Caitlin C. Cake', and 'Designated County: Milwaukee'. Below this is a navigation bar with three tabs: 'Initial Eligibility', 'Redeterminations', and 'Appeals' (which is currently selected and highlighted in blue). Under the 'Appeals' tab, the 'Appeal Record' section is visible. It contains a table with one row. The first column of the table has a checkbox and the text 'Terminated due to: The child's parent(s) resides in the applicant's home. (Ch. DCF 58.10, Admin. Code)'. The second column contains the text 'Agency Director'. The third column contains the text 'Pending'. The fourth column contains an [Edit](#) hyperlink. At the bottom right of the page, there are two buttons: 'Create' and 'Close'.

To approve the Kinship Appeal Details page, select 'Approval' from the Options drop-down and then click on the [Go](#) button. This will open the Approval History page. Select the appropriate option in the Approval Decision section and then click on the [Continue](#) button.

- The system will not allow the page to be finalized if any rows on the page have a status of 'Pending'.
- Once the appeal has been fully approved, the [Edit](#) hyperlink changes to a [View](#) hyperlink.
- The Kinship Appeal Details page can only be marked as 'Made in Error' once the page is fully approved. Only workers with the proper security have the 'Made in Error' option in the Options drop-down.

If the appeal is approved with an Appeal Status of 'Overturned' or 'Stipulated', a 'Modify' option becomes available in the Options drop-down on the Decision Summary tab of the determination or redetermination associated with the appeal. At the time of approval, a message will display that states, "A Not Eligible Eligibility Determination or Terminated Redetermination has been documented as being overturned/stipulated. If this requires any modifications to the Kinship Eligibility Determination or Redetermination pages, these must be created manually."

Selecting the ‘Modify’ option opens the Kinship Determination Modification page. In the Action section, there is a checkbox labeled ‘Reopen’ and a drop-down to select the associated Appeal Decision Date. The drop-down only contains dates for appeals with a status of ‘Overturned’ or ‘Stipulated’. Select the ‘Reopen’ checkbox and the appropriate date, and then click on the [Save](#) button.

Upon save, the associated determination or redetermination page becomes editable again to allow the worker to make any modifications needed related to the appeal. The label on the ‘Reopen’ checkbox changes to ‘Completed’ and the date selected from the drop-down displays as static text. A row now displays in the Modification History section to show the ‘Reopen’ action, along with the date of the associated appeal and the worker who performed the action.

Open the associated Kinship Eligibility Determination or Redetermination page and make the necessary modifications. Then save the changes and approve the page. From the Options drop-

down on the Decision Summary tab, select the 'Modify' option once again to reopen the Kinship Determination Modification page. Check the 'Completed' checkbox and save the page. The label on the 'Completed' checkbox changes back to 'Reopen' and the Appeal Decision Date changes back to a drop-down field. A row now displays in the Modification History section to show the 'Completed' action, along with the date of the associated appeal and the worker who performed the action. The associated Kinship Eligibility Determination or Redetermination page becomes read-only once again.

Kinship Determination Modification

Print Help

Action

☐ Reopen

Appeal Decision Date:

Modification History

Action	Appeal Decision Date	Worker
Reopen	12/28/2020	Cake, Caitlin C.
Completed	12/28/2020	Cake, Caitlin C.